**Shire of Mundaring**

**CODE OF CONDUCT**

**BUSH FIRE SERVICE VOLUNTEER BUSH FIRE BRIGADE**

**MEMBERS**

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| **Adopted:** |  | **Date:** 28 February 2019 |  |
| **Amended:** |  | **Date:** |  |
| **Reviewed:** |  | **Date:** |  |
| **Statute Ref:** | *Bush Fires Act 1954*  *Local Government Act 1995* | | |
| **Local Law Ref:** | *Shire of Mundaring Bush Fire Brigades Local Law 2013* | | |

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| PURPOSE  To set out acceptable standards of ethical and professional behaviour for Shire of Mundaring Bush Fire Service Volunteer Bush Fire Brigade members. |

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1. APPLICATION OF THIS CODE

This Code of Conduct applies to Shire of Mundaring (Shire) Bush Fire Service Volunteer Bush Fire Brigade (VBFB) members in relation to the performance of their specific role in the Shire Bush Fire Service or in connection with any VBFB related activity.

The term “Volunteer Bush Fire Brigade member" (VBFB member), used throughout this Code of Conduct means a registered member of a Shire of Mundaring Bush Fire Service Volunteer Bush Fire Brigade (VBFB).

The term "employee", used throughout this Code of Conduct, includes each employee of the Shire

2. VALUES

VBFB members must conduct themselves in a manner that reflects the Shire Bush Fire Service values, consisting of Core Values and Driving Values:

**Core Values**

**Respect**

Care of yourself and others, whilst supporting diversity of skills, backgrounds and perspective.

**Integrity & Honesty**

Being who you say you are, telling the truth and being consistent and reliable.

**Team Spirit**

Helping others, regularly sharing thoughts and knowledge, celebrating milestones, having fun and working towards a common goal.

**Safety**

Ensuring the safety of each other and the community by using equipment appropriately, following and promoting safe work practices, reporting all injuries, accidents and near misses and recognising the value of, and committing to, ongoing training.

**Driving Values**

**Community Service**

Recognising and acknowledging that you are part of an emergency service organisation dedicated to the protection of the community.

**Communication**

Practicing effective two way communication, active listening, giving and receiving constructive comment and feedback and seeking advice whenever appropriate.

**Leadership and Discipline**

Recognising the chain of command, demonstrating non-confrontational leadership that is responsible, patient and motivating. Sharing of leadership through appropriate delegation and empowerment. Manage conflict by focussing on the issues and exercise self-control in managing stress, anger and our general behaviour.

**Equity and Diversity**

Value others irrespective of race, religion, colour, age, impairment, gender, sexual orientation or creed. Actively discourage bullying, victimisation or demeaning behaviour. Support people to achieve and grow. Provide fair access to training and development opportunities

3. CONDUCT OF VBFB MEMBERS

**3.1 Personal behaviour**

(1) VBFB members in the performance of their duties and functions must:

* act with reasonable care and diligence;
* act with honesty and integrity;
* act lawfully and in accordance with the terms of this Code;
* act in the interests of the Shire, VBFB and the community, without fear or favour;
* avoid damage to the reputation of the Shire or the VBFB;
* be open and accountable to the public;
* base decisions on relevant and factually correct information;
* treat others with respect and fairness;
* not be impaired by mind affecting substances;
* make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their volunteer duties, which may cause, or is likely to cause any reasonable person unwarranted offence or embarrassment;

(2) A VBFB member’s primary obligation is to represent and promote the interests of the community as a whole. The interests of special interest groups or individuals should be considered only in the context of contributing to the overall effectiveness of the SoM Bush Fire Service.

**3.3 Performance of duties**

1. While undertaking brigade activities, VBFB members must ensure their work/duties is/are carried out efficiently, economically and effectively.

(2) VBFB members must understand their role, pursuant to the *Bush Fires Act 1954, Shire of Mundaring Bush Fire Brigades Local Law 2013* and the Brigade Operating Proceduresand must at all times exercise reasonable care and diligence in the performance of their duties, be consistent in their decision making and treat all matters on their relevant individual merits.

**3.4 Powers**

VBFB members must ensure that the powers exercised while undertaking their volunteer role are in accordance with the powers stipulated within the *Bush Fires Act 1954*, *Shire of Mundaring Bush Fire Brigades Local Law 2013*, Brigade Operating Procedures and only to the extent necessary and justifiable.

**3.6 Improper or undue influence**

A VBFB member must not take advantage of their office or position to improperly influence other members in the performance of their duties or functions. They must not act to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, an elected member or employee must not take advantage of their office or position to improperly disadvantage or cause detriment to the Shire Bush Fire Service or any other person.

**3.7 Compliance with Shire of Mundaring Brigade Operating Procedures and directions**

1. VBFB members must comply with the Shire of Mundaring Brigade Operating Procedures (BOP), whether or not they agree with or approve of them.

(2) VBFB members must comply with any lawful direction given by any person having authority to make or give the direction. Any doubts as to the propriety of the direction are to be taken up with the brigade member/officer above him,/her in the chain of command of the person who gave the direction and, if resolution cannot be achieved, with the Chief Bushfire Control Officer.

**3.9 Access to and use of information**

(1) VBFB members may be provided with access to information held by the Shire and/or DFES, necessary for their volunteer role. Such information may only be used by the VBFB member/brigade solely for the purpose for which it was provided.

(2) VBFB members must not use information, whether assigned confidential status or not, to gain improper advantage for themselves or for any other person or body. Information must not be used in ways which are inconsistent with their obligation to act impartially and with discretion, and to avoid improperly causing harm or detriment to any person, organisation, the Shire Bush Fire Service or the Shire.

**4.** SERVICE OBLIGATIONS

**4.1 External communications and public relations**

VBFB members must

:

1. respect the decision making processes of the Shire;
2. be accurate, polite and professional;
3. refrain from publicly criticising either an elected member, another member of the brigade or an employee in a way that casts aspersions on their competence or credibility;
4. maintain the confidentiality of information that has been assigned that status, until the status is removed by either a decision of Council or advice from the Chief Executive Officer;
5. ensure that information concerning Shire Bush Fire Service adopted policies, procedures and decisions of the Shire is conveyed accurately; and

**4.2 Public statements**

1. VBFB members must not make a public statement that purports to be made, or could reasonably be seen as being made, on behalf of the Shire.

(2) VBFB members expressly authorised by the Chief Executive Officer may communicate with the media on behalf of the Chief Executive Officer on issues authorised by the Chief Executive Officer.

**4.3 Relationships between VBFB members and employees**

1. VBFB members and employees must ensure that in their dealings with each other, they:
2. work together as part of the Shire’s Bush Fire Service;
3. maintain an environment of mutual respect and cooperation; and
4. are respectful, frank and honest in their communications.

**4.4 Use of Brigade resources**

It should be noted that the resources of Shire VBFB’s are in effect Shire resources.

Each VBFB member must:

1. use VBFB/Shire resources entrusted to them effectively, economically and lawfully and only for the purpose intended in the course of their duties and not otherwise;
2. not use VBFB/Shire resources (including the services of Shire employees during normal working hours) for private purposes unless expressly authorised by the Chief Executive Officer to do so;
3. promote the concept of pride in public property, fostering an awareness of the community’s ownership of the VBFB and the Shire’s natural and built environment.

**4.5 Use of social media**

1) Social media will be used as a VBFB communication tool and to facilitate professional development and online collaboration.

2) VBFB related information disseminated through social media will be accurate, authorised and aligned with Shire of Mundaring strategies, policies and decisions.

3) In developing, posting and responding to content, VBFB members will act with honesty, integrity, courtesy and professionalism. They will not be discriminatory, defamatory or harassing.

4) VBFB members intending to use social media to communicate about VBFB activity or policy must ensure appropriate authorisation within the brigade

5) VBFB members:

* Must not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist or infringes copyright;
* Must not establish fictitious names or identities deliberately intended to deceive, mislead or lie;
* Must not bring the Shire’s integrity into disrepute or harm the operations or reputation of the Shire;
* Must separate personal opinions from VBFB ones;
* Must avoid the use of VBFB email addresses for personal social media logins

**5.** CONFLICT OF INTEREST

VBFB members must:

1. ensure that there is no actual, potential or perceived conflict of interest between the fulfilment of their volunteer role and either their personal interests or those of closely associated persons.
2. disclose actual, potential or perceived conflicts of interest

**6.** BREACHES AND MISCONDUCT

Complaints regarding a breach of this Code or of misconduct must be dealt with quickly and fairly in accordance with the principles of procedural fairness and the Dispute Resolution/Grievance Management provisions of this code.

**6.1 Misconduct**

1. For the purposes of this clause, misconduct is defined in accordance with section 4 of the *Corruption Crime and Misconduct Commission Act 2003 (C&CM Act)*
2. The Chief Executive Officer has a statutory obligation to report to the Corruption and Crime Commission any suspected misconduct by a VBFB member/s.
3. As public officers, VBFB Members should immediately report to the Chief Executive Officer any instance of suspected misconduct as defined in the C&CM Act.

**7.** ALCOHOL AND DRUGS

The Brigade Leadership Team must therefore ensure that alcohol consumption on station or at brigade events is monitored to minimise any risk of harm. This may include measures such as:

* Adequate provision of non-alcoholic beverages and food
* Ensuring start and finish times of events does not give rise to binge drinking
* Making arrangements to ensure that any person who may be intoxicated or otherwise impaired has suitable travel arrangements in place to leave the event/get home, safely.

VBFB members must not conduct brigade activities while affected by alcohol or illicit drugs.

VBFB members with a medical condition requiring them to take prescription drugs must consult with their medical practitioner as to what brigade activities they should/shouldn’t conduct while having such a medical condition and/or taking such drugs.